

PROCUREMENT & SERVICES OFFICER II, CORRECTIONAL FACILITY

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: November 15th – 19th, 2004

Collective Bargaining Identification: S01

Job Analysis Conducted By: Lisa D. John, Personnel Examining Analyst
Personnel Examining Section

Number of Incumbents: There are 32 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated July 27, 2004.

Names of the Subject Matter Expert(s) and their background:

Michael Manning, Correctional Business Manager I, Ironwood State Prison

Mr. Manning currently works as a Correctional Business Manager I for the Department of Corrections (CDC) at Ironwood State Prison and has been there for 6 years. Previously he has worked as a Procurement and Services Officer II, CF at Pelican Bay State Prison and Centinela State Prison and has worked for the Department for over 21 years.

Joe Medina, Procurement and Services Officer II, CF, Central California Women's Facility

Mr. Medina currently works as Procurement and Services Officer II, CF at Central California Women's Facility and has been there for 4 years. Previously he has worked for the Department for over 14 years.

Robert Neuschmid, Procurement and Services Officer II, CF, Mule Creek State Prison

Mr. Neuschmid currently works as a Procurement and Services Officer II, CF at Mule Creek State Prison and has been there for 6 years. Previously he has worked for the Department for over 17 years.

PROCUREMENT AND SERVICES OFFICER II, CORRECTIONAL FACILITY INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California classification specification